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Chief of Operations, DD/P

ATTN : Mr. [REDACTED]

Chief, Management Staff

Records Management

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1. In accordance with a discussion of 15 August with Mr. [REDACTED] our proposed meeting with you, Mr. [REDACTED], Mr. [REDACTED] will be postponed until after 1 September. The purpose of this meeting was to decide upon the extent of Management Staff participation in the DD/P Records Management Program.

2. My position in respect to the functions of the Management Staff in respect to the Records Management part of the Staff is as follows: ~~most particularly:~~

(a) We are responsible for providing the operators with technical advice and ~~separately to each~~ supervision in respect to the Records Management program. Also, we are responsible for auditing or monitoring the activities of each office in respect to this program.

3. The Records Management program is in these parts:

- a. The whole matter of records disposition - which I deem to be making ~~us~~ the most profit.
- b. Vital Materials - The timely selection, transfer to, and maintenance in an Agency designated repository of record materials, documents, and files which are essential to the continued operation of CIA in an emergency and the destruction of which would constitute a serious or irreplaceable loss.
- c. Forms Management - the analysis, design and control of forms
- d. Records Maintenance - The establishment of standard procedures, systems, equipment, and supplies for records maintenance.

- e. Reports Management - The analysis, improvement, and control of administrative reporting.
- f. Correspondence Management - The application of improved standards and procedures for the preparation and handling of correspondence.

4. However desirable it is to undertake all of these parts of the Records Management program, perhaps it would be smart to start with the first two in order to get the most profit out the quickest and to get in on the most acceptable basis. However, we are prepared to undertake all six parts of the program *if you wish* -

5. This whole conception means that we act as the guiding influence dealing with your records management officer - they being responsive to our advice and guidance.

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